

Volunteers In Parks

Job Description Sheet

Volunteers In Parks (VIP) can assist the National Park Service in many ways including visitor center operations, resource management projects, research work, historic and natural history programs, clerical assistance, historic restoration, park maintenance, and more.

**Job Title: Front Desk Assistant/Greeter,
Fort Smith National Historic Site**

Job Description:

The Front Desk Assistant or Greeter is usually the first and often only personal contact a visitor has in the park. The volunteer in this position will greet and welcome each visitor coming into the visitor center, begin each session of the park film; conduct sales and stock merchandise in the Eastern National Bookstore store; and assist with other front desk associated work.

Skills Needed / Preferred:

Good communication skills, ability to determine visitor needs and answer questions, positive attitude, professional demeanor, knowledge of park information, reliability

Goals / Outcomes of Job:

Provide a fun and educational experience for visitors, helping them understand the significance of Fort Smith's story, along with other park themes.

Benefits to Volunteers:

Meet and greet people from all around the United States and the world. Be an active steward of the national parks. Build a resume. Greeter desk and safety training provided. VIP uniform provided.

Number of volunteers needed: Numbers Vary

Minimum Commitment:

This important position is needed 7 days a week. The volunteer coordinator will work to find a mutually beneficial schedule for each volunteer.

Location of Position:	Supervisor:	VIP Coordinator:	Phone Number:
Visitor Center & Park Grounds	Cody Faber	Cody Faber	479-783-3961

Firearms in the Park:

Under 43 C.F.R. § 20.511, Departmental volunteers in the course of their official duties are prohibited from possessing firearms on property under control of the Department. Because of the stated purpose of the sponsors of Section 512 to provide uniformity under applicable state law from bureau-to-bureau, the potential liability issues that could result, and the absence of any criminal penalties applicable to this regulation, this Departmental policy continues to apply to all NPS/FWS employees and volunteers during their official duties. Volunteers who are not on official duty may possess firearms on Departmental lands under the same conditions applicable to members of the general public, according to

P.L. 111-24, Section 512. For this purpose, volunteers are considered the same as other employees when engaged in their official activities.